



Washington State Criminal Justice Training Commission
Basic Law Enforcement Equivalency Academy Burien,
Washington



APPLICANT INSTRUCTIONS FOR FINAL (ON-SITE)

Arrival: The instructor will specify the date, time, and room number for the final day of the Equivalency Academy. Attendees are to report to the Washington State Criminal Justice Training Commission, 19010 1st Avenue South, Burien.

Travel: Travel will be the responsibility of the attendee or his/her department.

Lodging: Academy students whose home agency is in excess of forty (40) miles, as computed by the Commission, from the Criminal Justice Training Center are considered noncommuting attendees. These students are therefore eligible to receive full meal service and lodging as provided by the WSCJTC, as outlined in RCW 43.101.200 (2). *"Except as otherwise provided in this chapter, the commission shall provide the aforementioned training together with necessary facilities, supplies, materials, and the board and room of noncommuting attendees for seven days per week."* The WSCJTC will notify students of such eligibility before Academy attendance. If an eligible student declines live-in status, or wishes to make alternative arrangements, such as residing with family or friend, the WSCJTC must be notified as early as possible and before Academy attendance.

Linens will be provided; however, applicants are required to provide their own towels, laundry soap, and toiletries.

Live-in attendees are required to check in at the reception desk **by 2:00 p.m. on the day before the first on-site training day.** If you are unable to check in at this time, please advise the Registrar (206) 835-7299.

Meals: Full food service will be provided to the eligible live-in recruits.

NOTE: *Meal reimbursement is available to Academy attendees that live and/or work in excess of 100 miles from the Training Center, and reside at Commission housing for the entire period for which meal reimbursement is claimed.*

Attire: Attendees will be required to wear their full duty "uniform of the day" throughout the on-site days, including duty belt and weapon.

Emergency Contact: Attendees should advise their families and departments how to reach them in the event of an emergency. Please have the caller identify the class, by name and session number, that you are attending.

Washington State Criminal Justice Training Commission
206-835-7300
8:00 a.m. to 4:00 p.m., Mon-Fri

During the hours of 4:00 p.m. through 7:00 a.m., and ***only in the event of an actual emergency***, call the King County Sheriff's Office at 206-296-3311 (an emergency number) advising them whom the caller wishes to contact and the message the caller wishes to leave.

Attendance: Attendees will be expected to attend all on-site sessions of the Equivalency Academy.

**Responsibility
for Injuries:**

Although the director and staff of the WSCJTC and instructors will at all times maintain a high degree of care for the safety of all persons attending the Academy, it must, of course, be understood that neither the WSCJTC nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to attendees as a result of damage to their property through fire, theft, or other causes. Each attendee must understand that this training is at his/her own risk.